

Election Administrators Certification Exam

Washington
Secretary of State
SAM REED



Developed by the Office of the Secretary of State
Washington State Election Certification and Training Program

Instructions

The following test is administered pursuant to the requirements of WAC 434-260-260 and is designed to test your knowledge of election law. Equally important, you will also demonstrate your ability to locate answers in the Revised Code of Washington, the Washington Administrative Code, or other source documents.

The exam is an open book test divided into two sections. Group work is acceptable for section one. Section two must be completed individually. The exam consists of multiple choices, fill in the blank, and essay questions.

Section One , requires the correct answer and the administrative, statutory, or constitutional citation supporting that answer. Each question will be worth two points, unless otherwise indicated. One point will be awarded for the correct answer and an additional point will be awarded for the correct citation.

Section Two consists of two essay questions each worth 10 points. Please explain your reasoning for your answers. Each answer must include the citation supporting your conclusion.

Please read and consider each question carefully before answering. Record your answers directly onto the test booklet. There are 157 possible points. A score of 80% or greater (no less than 126 points) is required to pass the exam.

Completed test booklets must be returned to: Kay Ramsay, Election Certification and Training Program, Office of the Secretary of State, P.O. Box 40232, Olympia, WA 98504-0232.

Kay Ramsay
kramsay@secstate.wa.gov
360.725.5785

**Election Administrator Certification Exam
Section One**

Circle one answer and provide the correct citation for questions 1 through 27.

1. Declarations of Candidacy for joint school districts are filed with:

- A. The Secretary of State.
- B. The County Auditor of the county containing the largest percentage of the district's geographic area.
- C. The County Auditor of the county containing the largest percentage of the district's registered voters.
- D. The County Auditor designated by the Superintendent of Public Instruction.

Citation: _____

2. In a county with over 100,000 people, only one candidate has filed for Superior Court Judge for the regular term. On which ballot or ballots should that candidate's name appear?

- A. The primary ballot only.
- B. The general ballot only.
- C. Both the primary and general ballots.
- D. Neither ballot.

Citation: _____

3. Voter registration challenges initiated by a registered voter against a voter who registered to vote less than 60 days before the election must be made not later than:

- A. The day of the primary or election.
- B. The day before the primary or election.
- C. At least 10 days before the primary or election.
- D. Registered voters are not permitted to initiate voter challenges.

Citation: _____

4. Which method may not be used to cancel deceased voters?

- A. Obituary articles.
- B. The word "deceased" on a returned mail ballot.
- C. Information from the Secretary of State's Office.
- D. A signed statement from another registered voter.

Citation: _____

5. All precinct officers, counting center personnel, and political party observers must be trained by:

- A. The Certification and Training Program.
- B. The county's central committee of the appropriate political party.
- C. The County Auditor.
- D. No formal training is required by law.

Citation: _____

6. Janet Smith was elected school director at the November 2007 election. In March 2008, she resigned. When is the unexpired term election for that position required to be held?

- A. Within 90 days of the vacancy occurring.
- B. November 2008.
- C. November 2009.
- D. No unexpired term election is required.

Citation: _____

7. In an election conducted entirely by mail, a manual count of either precincts or batches, requested by political party observers must be completed:

- A. On Election Day.
- B. Prior to certification of the election.
- C. Within 48 hours of Election Day.
- D. The day before the election.

Citation: _____

8. On sample and absentee ballots for the primary, the order of candidate names on which of the following offices is not determined by lot?

- A. Partisan offices.
- B. City, town, and district offices.
- C. Judicial offices.
- D. None of the above; all are determined by lot drawing.

Citation: _____

9. A three-year unexpired term election is held for the office of Prosecuting Attorney. Two candidates file for the office. The candidates:

- A. Appear on the general election ballot only.
- B. Appear on both the primary and general election ballots.
- C. Appear on the primary ballot, with only the winner advancing to the general election.
- D. No unexpired term election is required for this office.

Citation: _____

10. In a small fire district in your county, 520 votes were cast at the November 2008 general election. At a special levy election held in February 2009, 151 votes are cast in favor of the levy and 47 are cast in opposition to the levy. Does the levy:

- A. Pass.
- B. Fail because it does not receive the 40% turnout required for validation.
- C. Fail because it does not receive the 60% turnout required for validation.
- D. Fail because it does not receive the 60% yes vote required to pass.

Citation: _____

11. The filing fee for state representative is \$412.80. If a candidate provides the auditor with \$100.00, how many valid signatures of registered voters would be needed in order to satisfy the filing requirements?

- A. 252
- B. 1,352
- C. 412
- D. 35 or 1/10 of 1% of the votes cast for the office, whichever is greater.

Citation: _____

12. Number the judicial offices below in the order they appear on the ballot, one being first and 4 being last. (5 pts.)

- | | |
|-----------------------------------|-------|
| A. Judges of the superior court | _____ |
| B. Judges of the court of appeals | _____ |
| C. Justices of the supreme court | _____ |
| D. Judges of the district court | _____ |

Citation: _____

13. Which of the following could not be delegated to the auditor's staff by the county canvassing board?

- A. Opening of returned mail ballot envelopes.
- B. Opening of inner security envelopes.
- C. Examining the signature on the returned mail ballot envelope.
- D. Rejection of ballots.

Citation: _____

The following scenario is applicable to questions 14 through 16:

Three candidates filed for the office of mayor of Valhalla, a city in your county. Eight days after the close of the filing period, the incumbent mayor, Lyndon Lindbergh, who is also one of the three candidates, wins the biggest Lotto jackpot ever, writes the shortest resignation letter in history (i.e., “I quit!”), and disappears.

14. How is the term of office listed on the ballot?

- A. Short term and full term.
- B. Full term.
- C. Unexpired term and full term.
- D. Full term and regular term.

Citation: _____

15. Is Mayor Lindbergh’s name automatically removed from the primary ballot upon receipt of his letter of resignation?

_____ Yes _____ No

Citation: _____

16. The candidate who receives the most votes at the November general election will take office:

- A. Immediately after December 31st.
- B. As soon as the results are certified.
- C. The 2nd Tuesday in January.
- D. Both B and C.

Citation: _____

17. Each voting center must:

- A. Provide replacement ballots.
- B. Record the name and other relevant information for persons utilizing an accessible voting unit.
- C. Have electronic or telephonic access to the voter registration system.
- D. All of the above.

Citation: _____

18. Which of the following is not subject to the laws covering mandatory recounts?

- A. Candidates for federal office.
- B. State measures.
- C. Candidates for offices where fewer than 5,000 votes have been cast.
- D. Local measures.

Citation: _____

19. Any person desiring to vote at the polling place shall:

- A. Provide proof of citizenship.
- B. Provide identification.
- C. Verify their residence address.
- D. None of the above.

Citation: _____

20. Write-in votes are not valid in a general election for any person who:

- A. Did not file a declaration of candidacy as a write-in candidate.
- B. Filed for the same office at the preceding primary.
- C. Did not pay the required fee for the office.
- D. All of the above.

Citation: _____

21. The order of candidate names for partisan offices on the general election ballot is determined by:

- A. The number of votes received in the primary.
- B. Random lot drawing.
- C. The number of votes cast in the state for the office of President.
- D. The number of votes cast in the county for the office of President.

Citation: _____

22. A voter who attempts to vote at a polling place, but whose name does not appear in the poll book, should be:

- A. Directed to the county courthouse, where his or her status as a registered voter may be determined.
- B. Issued a challenged ballot.
- C. Issued a provisional ballot.
- D. Not permitted to vote.

Citation: _____

23. Fire District No. 99 has just held an election where it has obtained approval to expand the board of commissioners from three members to five members. The three commissioners have decided to appoint persons to the two new positions. When are the two new positions up for election?

- A. At the next general election.
- B. At the next general election at which the commissioners are normally elected.
- C. One in the next election at which the commissioners are normally elected and the other at the following election at which a commissioner is elected.
- D. At a special election held for that purpose.

Citation: _____

24. The questionnaire to cities, towns, and districts is sent:

- A. In an odd year.
- B. In an even year.
- C. When you've heard that one of these offices has received a pay raise.
- D. Every year.

Citation: _____

25. Billy-Bob Jones was elected mayor of Hicksville, population 675, at the November 2007 general election. In June 2008, Mayor Jones resigned from office. An unexpired term election must be held for the office of Mayor:

- A. At the November 2008 general election.
- B. At the November 2009 general election.
- C. At a special election held not more than 90 days after the vacancy occurs.
- D. No special election is required.

Citation: _____

26. For overseas and service voters, "date of mailing" for the purposes of determining whether or not a mail ballot is to be counted is:

- A. The postmark on the return envelope.
- B. The date indicated by the voter on the voter's affidavit.
- C. Either A or B, whichever is earlier.
- D. Either A or B, whichever is later.

Citation: _____

27. Which item is unavailable for public inspection and copying from the voter registration file?

- A. Date of birth.
- B. A registrant's residential address.
- C. A registrant's phone number.
- D. The original date of registration.

Citation: _____

Fill in the blank with the correct answer and provide the correct citation for questions 28 through 53.

28. State law on election administration is found in Title 29A of the Revised Code of Washington (RCW). However, many other election provisions are found elsewhere in the RCW's. Which RCW titles provide the election provisions for the following districts? (13 pts)

- | | |
|-------------------------------------------------------------|---------------|
| A. Fire Districts | _____ |
| B. Sewer Districts | _____ |
| C. Public Utility Districts | _____ |
| D. 1 st & 2 nd class cities and towns | _____ |
| E. Non-charter code cities | _____ |
| F. Port Districts | _____ |
| G. County Park and Recreation Districts | _____ |
| H. Library Districts | _____ |
| I. Water Districts | _____ |
| J. Cemetery Districts | _____ |
| K. School Districts | _____ |
| L. Hospital Districts | _____ |
| M. Diking & Drainage Districts | _____ & _____ |

29. If the signature on a mail or provisional ballot does not match the signature of record, when does the signature have to be cured in order for the ballot to count?

Citation: _____

30. How many signatures are required to recall a port district commissioner?

Citation: _____

31. Any person who possesses all of the qualifications to vote, as contained in Article VI of the Washington State Constitution, is a/an _____ of the state.

Citation: _____

32. The only two non-partisan offices for which a primary is considered an "indispensable phase of the election process" are: (3 pts)

Citation: _____

- 33. To appear on the general election ballot, a candidate in the primary must receive at least 1% of the total votes cast for the office.**

_____ True _____ False

Citation: _____

- 34. If there are two candidates for district court judge there is a primary and general election.**

_____ True _____ False

Citation: _____

- 35. Which type of office is not subject to recall proceedings?**

Citation: _____

- 36. List the six pieces of information that are required by the County Auditor in order to register a voter: (7pts)**

Citation: _____

- 37. List the four ways that an inactive voter may be returned to active status: (5 pts)**

Citation: _____

- 38. List the only two circumstances under which sealed ballot containers may be opened after an election is certified? (3 pts)**

Citation: _____

- 39. When may final processing of mail ballots begin?**

Citation: _____

- 40. A new countywide hospital district is proposed in your county and will be on the General Election ballot. When are the commissioners for the district elected?**

_____.

Citation: _____

- 41. All voting systems, voting devices, and vote tallying systems must be _____ and _____ before they can be used in Washington. (3pts)**

Citation: _____

- 42. When conducting a county wide election by mail, how many ballot drop locations must the County Auditor provide?**

Citation: _____

- 43. What must vote by mail counties do to mitigate the impacts of conducting elections entirely by mail?**

Citation: _____

- 44. Each county shall have at least ____ certified election administrators.**

Citation: _____

- 45. Voters may apply for a special absentee ballot not earlier than ____ days prior to a primary or election.**

Citation: _____

- 46. With the exception of a request for an absentee ballot, any document filed electronically must be followed by the original no later than how many days after receipt of the electronic version?**

Citation: _____

- 47. A resolution for a spring special election must be filed how many days before the date of the special election?**

Citation: _____

- 48. A resolution for a special election at a primary or general must be filed how many days before the date primary or general?**

Citation: _____

- 49. Each Auditor must maintain an audit trail of ballots received. It must include a reconciliation of the ballots demonstrating that all ballots counted, plus _____ equals the number of ballots received.**

Citation: _____

- 50. A County Auditor that uses direct recording electronic voting devices must conduct an audit of votes cast on the devices used in the county. What percentage of devices must be audited and what is the exception to conducting the audit? (3pts)**

Citation: _____

- 51. What is the Disability Access voting period?**

Citation: _____

- 52. A request for a recount must be filed within how many days of certification of the election?**

Citation: _____

53. The envelopes and instructions furnished to overseas and service voters must explain: (7 pts)

Citation: _____

Section Two

Essay Questions – 10 points for each essay question

Instructions - Group work is not acceptable for this section. You must answer all of the following questions without help from others.

- 1. In December 2008, a fire district submits a resolution to the County Auditor of Arc County, requesting that a special excess levy election be held in February 2009. The resolution is submitted in a timely manner and the date selected is a date upon which levy elections may be held. Exactly 100 votes were cast by the voters of that district at the last general election.**

Indicate whether the levy passes or fails, and why, under the following scenarios.

**YES votes 89
NO votes 11**

Pass or Fail? _____

Why?

**YES votes 76
NO votes 24**

Pass or Fail? _____

Why?

**YES votes 68
NO votes 32**

Pass or Fail? _____

Why?

Citations: _____

2. The following are the primary election results for a city council race:

James Rodriguez	8945
Frances Franklin	8743
D. Whitman Smith	8710
J.R. Schmidt	3202

One of the campaigns has contacted the County Auditor's Office regarding the mandatory recount statutes. Write a summary that includes six elements.

Include citations to support the answers.

Revised 9/08